

GLENBROOK NORTH HIGH SCHOOL
STUDENT SERVICES DEPARTMENT

WITHDRAWAL FROM CLASS – REQUEST FORM: 2024-2025

A student may withdraw from a course without a penalty by submitting completed paperwork to their counselor. The student must continue attending said class until notified by the counselor of the new classroom assignment.

Student Name _____		Date _____
I.D. Number _____	Counselor _____	Year in School _____
Course _____		
Teacher _____		Block _____
Reason for withdrawal: _____		

Withdrawal from Class Guidelines:

1. If a student withdraws from a course during the first 2 weeks of the semester, the course will not appear on his/her transcript. **(Deadlines: 1st Sem-Thursday, September 12, 2024 & 2nd Sem-Tuesday, February 11, 2025)**
2. If a student withdraws from a course within the first nine weeks, but after the second week, the student will receive a “W” (withdrawal) grade for that course on his/her transcript. The “W” is not computed into the student’s GPA.
3. **(Deadlines: 1st Sem-Thursday, October 21, 2024 & 2nd Sem-Tuesday, April 8, 2025)**
4. A student who withdraws from a course after April 8, 2025 will receive a “WF” (withdrawal failure) grade for that course. The “WF” will appear on the student’s permanent record and the “F” is computed in the GPA.
5. College-bound seniors must inform colleges/universities where they have applied for any class changes and ask before withdrawing from a class if the drop will affect acceptance.
6. Students must maintain enrollment in a minimum of six classes each semester.

SIGNATURES

Student (Request) _____	Date _____	Teacher (Awareness of request) _____	Date _____
Parent (Permission) _____	Date _____	Instructional Supervisor (Awareness of request) _____	Date _____
Counselor (Request processed) _____	Date _____		

FOR OFFICE USE

Add student to:

(course #/section)

(course title)